

Please note: The information provided in this form is for informational purposes only. Before implementing any policies or procedures or taking any other legal action, please consult legal and human resources professionals.

ACKNOWLEDGMENT AND RECEIPT OF EMPLOYEE HANDBOOK

(This form, when signed by the employee, should be kept in the employee's personnel file.)

I, the undersigned, acknowledge that I have received a copy of the Employee Handbook (the "Handbook") of [Name of Employer] ("Employer") and that I have read the policies and procedures contained in the Handbook, understand them, and agree to abide by them. I understand that during the course of my employment with Employer, questions may arise that are not explicitly addressed in the Handbook, and I agree to consult with my supervisor and/or the Human Resources department regarding these matters.

I understand that the Handbook is intended to serve as general information about policies and procedures of Employer, but in no way constitutes, creates, or forms a part of an express or implied employment contract with Employer, nor does it guarantee employment for any definite or indefinite period of time. I recognize that my employment is employment "at will" and that either Employer or I can terminate my employment at any time, with or without cause or notice.

The Handbook supersedes any and all prior written or unwritten policies, procedures, or practices of Employer pertaining to or inconsistent with the subjects detailed herein. Employer reserves the right to clarify, change, or supplement any information contained in the Handbook, and Employer will notify me if and when such changes occur. No changes to this Handbook may be made without the approval of [Head of Organization], and any such changes will not be deemed to affect my "at will" employment status.

Signature of Employee: _____

Print Name: _____

Date: _____